



REMINDER REGARDING CTE STATE PRIORITY FUNDING:

The Arizona Department of Education, Career & Technical Education section is no longer scheduling payments to districts for the CTE State Priority funding. Beginning with the *FY16* funding, districts must make a payment request through the Grants Management Enterprise system (in the same manner you request payments for Carl D. Perkins funding).

Payment Requests:

- When making a payment request, you will now be asking for reimbursement for funds that have already been spent or encumbered. This is a very different requirement when compared to the payment schedule utilized previously (with payments being provided periodically throughout the year regardless of the status of the funds).
- Due to the switch to payment requests, districts will no longer have the opportunity to build up “local cash on hand” since this will be a reimbursement of funds already spent.
- Districts should consider how they are spending their CTE State Priority funds in lieu of the change to payment requests. You may wish to reconsider how you are assigning costs to support your CTE programs.
- In order to meet the maintenance of effort requirement as a part of the Carl D. Perkins legislation, Arizona must spend at least as much state funding on CTE activities this year as it did in the previous year. ADE must spend 100% of the CTE State Priority funding in order to meet this requirement by June 30, 2016. It is strongly recommended that districts spend their state funds as early as possible and request payment in order to ensure that they receive their full allocation.
- No payment requests will be honored after May 15, 2016 in order to provide the ADE adequate time to reconcile the grant and ensure that any remaining funds are spent in support of CTE activities. Failure to make a payment request by this date will result in a loss to your district of the unclaimed funds.

FY15 Completion Reports (and the 20%/\$10,000 rule):

- Beginning with the FY15 CTE State Priority Completion Report, the requirement for districts to have no more than 20% of their total allocation or \$10,000 (whichever is greater) as “local cash on hand” is eliminated. Districts reporting “excess carryover” for this completion report will not have their current FY16 allocation reduced. The switch to payment requests makes the risk of substantial carryover extremely small, therefore the requirement is being removed.